

**WMO OMM**

World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

Secrétariat

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30 March 2023

Annexes: 2

Subject: Invitation to the Steering Committee Meeting, the Regional Gender Mainstreaming Workshop, and the newcomers training of the Southern Africa Regional Flash Flood Guidance System (SARFFGS) in Pretoria, South Africa, 8 -17 May 2023

Dear Sir/Madam,

As you may be aware, the Southern Africa Regional Flash Flood Guidance System (SARFFGS) is currently operational and various major activities have been successfully completed.

At the kind invitation of the South African Weather Service (SAWS), the next Steering Committee Meeting (SCM) (8-9 May 2023), Regional Gender Mainstreaming Workshop (10-12 May 2023) and the newcomers training (15-17 May 2023) of the SARFFGS will be held in Capetown, South Africa. The objectives of the SCM and training are to review the project status, review the fundamental concepts and products, illustrate the use of FFGS products and FFGS enhancements, provide feedback on the system's operational use in the region, and to discuss the future goals, the development, and implementation of the SARFFGS enhancements in the region and provide capacity building. The objectives of the gender mainstreaming workshop are to build the capacities of the actors of the Southern Africa region on the mainstreaming of gender in the End-to-End Early Warning System for Flood Forecasting. The goals of the newcomers training are to provide capacity building on the operational use of the FFGS system and products and maintain regional operations sustainability, with the support of FFGS certified trainers from the region.

In this regard, I am pleased to invite the following participants for different events as listed below:

- The Permanent Representative, the Hydrological Advisor, the FFGS Focal Point, and the Alternate FFGS Focal Point of your country, are invited to attend the Steering Committee Meeting starting from 8 to 9 May 2023 (2 days). We would like you to also nominate **one Representative of your National Disaster Risk Management Agency to attend this meeting, with whom the NMS/NMHS/NHS is working closely on developing warnings based on FFGS**. The purpose of his/her attendance would be to suggest how to optimize the use of FFGS in your country, adapting it to the current framework of disaster risk management;
- The FFGS Focal Point, the Alternate FFGS Focal Point, the nominated Representative of your National Disaster Risk Management Agency and one national gender focal point of your country, are invited to attend the regional gender mainstreaming workshop from 10 to 12 May 2023 (3 days);
- **Four (4) newcomers**, with meteorology or hydrology background, **using the FFGS of your country**, are invited to attend the FFGS newcomers training from 15 to 17 May 2023 (3 days).

To: Permanent Representatives of Botswana, Eswatini, Lesotho, Malawi, Mozambique, Namibia, South Africa, Zambia, Zimbabwe with WMO (Limited Distribution)

cc: Hydrological Advisers of Botswana, Eswatini, Lesotho, Malawi, Mozambique, Namibia, South Africa, Zambia, Zimbabwe and SARFFGS Focal Points and Alternate Focal Points

Please note that, for the SCM, each country **is required to provide a PowerPoint presentation** which should focus on operational status of SARFFGS, case study, future goals, flash flood forecasting and early warnings capabilities in their country.

Each participant of the newcomers training **is required to take the introductory FFGS online courses before the event** (links in annex 1). **During the newcomers training, participants are required to have their laptops** for doing exercises, quizzes, and preparing case studies by using the system.

Please note that WMO will cover the travel-related expenses and provide full-board accommodation.

To allow the WMO Secretariat and SAWS to complete the administrative process for providing participants travel tickets and Daily Subsistence Allowance (DSA), your confirmation of the attendance of each participant is requested, including the Request for Financial Assistance (RFA) form (in annex 2) should be completed and return with scanned copies of the passports, no later **than 25 April 2023** by email to Ezekiel Sebego (Ezekiel.Sebego@weathersa.co.za), copying Rokhaya Ba (rba@wmo.int) and ffgs@wmo.int.

Regarding insurance coverage for non-staff members, may I draw your attention to the following:

"Non-staff members of WMO who are authorized to travel at the Organization's expense and/or who are receiving a DSA from WMO must ensure they are fully responsible for expenses incurred in the event of death, illness or injury during official travel and attendance at meetings on behalf of the Organization. They are, therefore, fully responsible for arranging life, health, accident, as well as any other forms of insurance with an adequate level of coverage for the duration of such meetings and events. WMO liability is limited to the performance of services or attendance at a meeting on behalf of the Organization, is covered by an injury and illness benefit insurance which provides a limited coverage for medical, emergency and supplementary official travel expenses."

I take this opportunity to thank you for your continued cooperation and support to the WMO activities.

Yours faithfully,



Dr Elena Manaenkova
For the Secretary-General

Links to introductory FFGS online courses (to be reviewed prior to the newcomers training)

Each of these training modules contain reading materials, videos, games, and quiz.

Modules
FFGS Products
Hydrology
Meteorology
Remote Sensing



WORLD
METEOROLOGICAL
ORGANIZATION

REQUEST FOR FINANCIAL ASSISTANCE

Southern Africa Regional (SARFFGS)
Steering Committee Meeting 8-9 May 2023
Regional gender mainstreaming workshop 10-12 May 2023
Newcomers' training 15-17 May 2023
 Cape Town, South Africa
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Please complete this form in block letters by typing only (no handwriting).

Return it to: mrequests@wmo.int, rba@wmo.int, ezekiel.sebego@weathersa.co.za and ffgs@wmo.int before **25 April 2023**.

1. PARTICIPANT

Please complete the following MANDATORY information exactly as it appears in your passport:

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		
FAMILY NAME			
MAIDEN NAME (if applicable)			
First Name			
Nationality			
Place of birth		Date of birth (DD/MM/YY)	
Passport number		Validity (DD/MM/YY)	
Holding US visa	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>		
Schengen visa	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>		
Address			
City		Postal code	
Country		Nearest departure airport	
Mobile phone number		Office phone number	
E-mail			

2. MEETING ATTENDED

- ☐ Steering Committee Meeting (8-9 May 2023)
- ☐ Regional gender mainstreaming workshop (10-12 May 2023)
- ☐ Newcomers' training (15-17 May 2023)

3. ASSISTANCE FROM WMO FOR REDUCED DAILY SUBSISTENCE ALLOWANCE (DSA)

Reduced DSA requested ☐ yes ☐ no

Note: Full board accommodation and flight tickets will be provided by SAWS. Therefore, only reduced DSA will be provided.

Bank transfer, please indicate full bank details:

(i) ☐ **CHF** Swiss Francs, ☐ **USD** US Dollars, ☐ **EUR** Euros currencies

Name of the bank:	
Address:	
Name of account holder	
Account number	
SWIFT Code	
ABA Code (USA)/BSB(AUD)	
SORTCode (UK)/Transit (CAD)	
IBAN Code/ CLABE(MEX)	

If bank transfer is NOT possible:

- (ii) Payment by Swiss Bankers Card* ☐ **CHF**, ☐ **USD**, ☐ **EUR**
- (iii) Payment by reloading of existing Swiss Bankers Card in my possession
☐ **CHF**, ☐ **USD**, ☐ **EUR**
- (iv) Through UNDP Office (**USD**) ☐.

4. INFORMATION ON SUPPORT RECEIVED IN ADDITION TO WMO ASSISTANCE**4.1 Declaration**

No additional support received ☐ OR Additional support received ☐

4.2 Information

In case additional support is received, please indicate type of funding and estimated value:

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5. APPLICABLE RULES AND INSTRUCTIONS

The travel shall be conducted in accordance with relevant WMO rules and instructions. An excerpt of these is provided in the Annex to this form. Please read it carefully.

By signing this form, I confirm that:

- ☐ The information I have provided is correct;
- ☐ I shall comply with the relevant WMO rules and instructions;
- ☐ WMO is liable only for DSA payment;
- ☐ It is my responsibility to make arrangements for health insurance;
- ☐ It is my responsibility to ensure that the required medical clearance is obtained before traveling;
- ☐ It is my responsibility to obtain all necessary visas;
- ☐ If I do not attend/participate in the meeting, I will return any travel advance that I have received, and if the travel advance exceeded the amount of reimbursable travel expenses, I shall refund WMO the difference.

Signature of the participant: **Date:**

ANNEX

Excerpt from applicable rules and instructions

In accordance with WMO travel rules, air travel shall be provided in economy class, for the most economical and direct route.

If you are unable to travel after the ticket has been issued, you must inform the travel agency prior to departure. Please also inform ezekiel.sebego@weathersa.co.za and ffgs@wmo.int as soon as your travel is cancelled.

Visas

It is the traveller's responsibility to ensure that all required official travel documents are valid and accurate in order to obtain the necessary visa(s) for the destination, transit stops prior to departure.

Medical clearance

Medical clearance is a mandatory requirement for all travellers whose official travel is paid for by WMO in order to certify that they are medically fit to travel. It is the traveller's responsibility to ensure that the required medical clearance and vaccinations are obtained before travelling.

Insurance

As per the regulations related to insurance in the chapter 6 of the Standing Instruction on WMO official travel, non-staff members retain the primary obligation to ensure that they have the appropriate medical and travel insurance coverage when travelling on behalf of WMO, which means that if any health or travel related eventuality should occur the non-staff members should seek assistance and claim their coverage from an insurance policy that they have taken out, as per the following regulation :

"Non-staff members of WMO who are authorized to travel at the Organization's expense and/or who are receiving a DSA from WMO must ensure they are fully responsible for expenses incurred in the event of death, illness or injury during official travel and attendance at meetings on behalf of the Organization. They are, therefore, fully responsible for arranging life, health, accident, as well as any other forms of insurance with an adequate level of coverage for the duration of such meetings and events. WMO liability, which is directly attributable to the performance of services or attendance at a meeting on behalf of the Organization, is covered by an injury and illness benefit insurance which provides a limited coverage for medical, emergency and supplementary official travel expenses".

Travellers should note that WMO Regulations and Rules do not cover additional costs arising from the prolongation of stay of experts or other costs arising from travel restrictions imposed by national authorities. As with related health insurance provisions it is incumbent on the traveller to ensure that they retain the necessary travel insurance protection to cover unexpected occurrences such as border closures or other travel restrictions.

Insurance policy in relation to travel by car

Official travel by private vehicle will not be covered under the WMO Staff compensation and/or Benefits insurance policies. Travellers who choose to use a private vehicle for official travel should arrange for sufficient coverage with their car insurance provider for damages caused to both the vehicle and the occupants. This applies to personal vehicles as well as rental cars.

Ticket purchased through our WMO travel agency

The proposed itinerary is based on official travel dates and the traveller must accept or refuse this itinerary within 24 hours.

Once the proposed itinerary is confirmed, the traveller must ensure that an "Electronic Ticket" is received.

Deviations from the proposed official itinerary

For any deviation from the official itinerary proposed by the travel agency, the traveller should **directly** contact the travel agency, either by phone or e-mail to make the necessary arrangements.

Any additional cost resulting from a private deviation request will be borne by the traveller.

Deviations for personal convenience can be undertaken by the traveller purchasing their own tickets based on the WMO financial liability as per the standard cost or the cost of the itinerary proposed by the travel agency if such an itinerary has been requested. In these cases, the actual cost of the self-purchased ticket will be reimbursed.

Self-purchase of official travel tickets

Individuals travelling on behalf of WMO or whose official travel is paid for by WMO are authorized to purchase their own tickets. In this case,

- (a) Tickets can be purchased by travellers and will be reimbursed up to the actual cost paid by the traveller provided that the cost is within the financial liability as per the standard cost or the cost of the itinerary proposed by the travel agency, if such an itinerary has been requested;
 - (b) In the event that there are changes to the planned official travel, the traveller is responsible for managing any associated change and refund requests by dealing directly with the ticket provider and for covering any extra charges related to these changes;
 - (c) Travellers who have purchased their own tickets and are unable to travel for reasons of *force majeure* may be reimbursed the cost of the purchased tickets. Requests for reimbursement shall be justified in writing by the traveller and approved by the certifying officer;
 - (d) Claims for reimbursement must be supported by the invoice paid by the traveller and/or proof of the official travel, if any.
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